**SRDR** SYSTEMATIC REVIEW
DATA REPOSITORY™

# Charter of SRDR V.10

**Article I** – Purpose/Goals of SRDR
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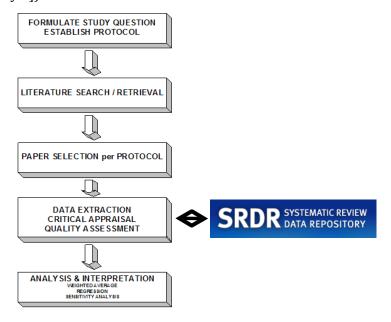
## Article – SRDR Overview

### Ia. Scope

In an effort to reduce the burden of conducting systematic reviews, the Tufts Evidence-based Practice Center (EPC), with support from the AHRQ, initiated development of a collaborative, Web-based repository of systematic review data. The Brown EPC has now assumed the responsibility for the continued development and maintenance of the system (operational team). This resource serves as both an archive and data extraction tool, is shared among organizations and individuals producing systematic reviews worldwide, and enables the creation of a central database of systematic review data. This database is collaboratively vetted, is freely accessible, and aims to integrate seamlessly with reviewers' existing workflows. **The ultimate goal is to facilitate the efficient generation and updating of evidence reviews, and thus speed u   and improve healthcare policymaking.** (For additional information concerning this repository and its function, please refer to the introductory manuscript describing the goals, rationale, challenges, and benefits of this system in Systematic Reviews.[*])  SRDR development started in July 2010, and the system was released for general use by EPC institutions and the public in June 2012.

As illustrated in the figure below, SRDR currently supports the systematic reviewer mainly in the step of data extraction. Later in the development of the system, the SRDR could be linked to other freely available software that assist the systematic reviewer in other steps of the review process, such as during abstract screening (Abstrackr) and meta-analysis (OpenMeta [Analyst]).



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[*] Ip S, Hadar N, Keefe S, et al. A Web-based archive of systematic review data. Syst Rev 2012;1(1):15.

## Ib. Impetus

– Performing systematic reviews (SRs) is costly in time, labor, and money.
– There is an increasing expectation of quicker turnaround in producing SRs.
– Some SRs overlap or are replicated; independent teams often extract data from the same studies, resulting in replication of work.
– Current methodology makes it difficult to harness previous work when updating SRs.
– An open-access repository of extracted data from primary studies could improve the efficiency of conducting SRs by sharing this extracted data for SR updates or new SRs.
– repository of such data would greatly facilitate methodological research to improve the conduct of systematic reviews and primary research.
– SRDR can foster collaboration, transparency, and reliability among research groups who contribute data. It can also provide valuable information to patients and stakeholders who view the deposited data.

## Ic. Goals

By streamlining the process of systematic review creation and dissemination, we aim to greatly reduce the burden of creating new reviews, as well as updating existing works, by creating a collaborative, transparent, reliable, and efficient open source Web-based repository.

## Id. Current Attributes and Features

– Web-based platform to allow worldwide access
– Open access to data promotes transparency and collaboration
– Powerful tools to reduce burden of data entry
– Built-in data extraction form creator and library of templates to enhance data extraction process and encourage uniformity
– Flexible data entry to encourage voluntary contribution of data from diverse systematic reviewers
– Collaborative tools for SR teams
– Links with other databases (e.g., PubMed, ClinicalTrials.gov)
– Tools to access detailed information on review evidence
– Communal commenting and data verification ensures data quality

## Article II – Governance Board

### IIa. Overview

The governance board's role is to provide direction to ensure the utility and use of SRDR by the systematic review community. The scope of the governance board's responsibilities will include setting overall strategic goals and priorities, establishing policies and processes for implementing SRDR, engaging the SR community to increase visibility, recommending technical enhancements to further develop SRDR, and developing a strategy to ensure long-term sustainability. The board will guide the development of the repository and represent needs of the SRDR's various constituencies.

### IIb. Operations

#### IIb1. Composition

– The board will have no fewer than 10 members and no more than 15 members.
– Each member shall represent a field or constituency relevant to systematic review (e.g., systematic reviewers, researchers, clinicians, journal editors, guideline developers, biomedical informaticians, computer scientists, policymakers, health insurers, healthcare provider organizations).
– AHRQ may designate ex-officio board members. Board members who represent AHRQ are non-voting members and do not attend executive sessions, if any.

#### IIb2. Selection and Terms of Appointment

– Board members, members of the SRDR operational team (see article IV for more details regarding the SRDR operational team's role and responsibilities), funders, or anybody else can suggest potential new members that represent a relevant field or constituency (e.g., systematic reviewers, researchers, clinicians, journal editors, biomedical informaticians, policymakers, or health insurers).
– The list of potential board members will be reviewed and each potential board member will be discussed and approved or declined by the simple majority vote of the board
– The approved potential members will be invited by the SRDR operational team to join the governance board. This process will take place every three years when new members will replace some members of the board.
- Each board member term will last three years. A member of the governance board may serve up to two consecutive terms. The maximum may be extended at the discretion of the chair, with the approval of two thirds of the board members.
– Up to a third of the current board members may be reappointed to ensure continuity of board membership. In the transition between the first and second governance boards, the selection of the members to be reappointed will be done on a voluntary, random, or purposeful basis to achieve balance and maintain consistency across fields.

*IIb3. Responsibilities*

The governance board will work closely with the SRDR operational team to:

- Formulate and develop SRDR vision, scope, and key policy issues (e.g., data sharing, quality control, collaboration).
- Develop a plan for engaging the systematic reviewer community to increase public awareness and visibility of SRDR and broaden the SRDR user base.
- Recommend technical enhancements to improve functionality and usability.
- Develop a strategy to ensure long-term sustainability of SRDR.

## IIc. Chair's Role and Responsibilities

*IIc1. Selection process*

- The first governance board chair was selected by AHRQ for a two-year term.
- Subsequent governance board chair candidates may self-nominate or be nominated by other board members.
- The governance board will elect the chair for a two-year term. A simple majority is required to elect a board chair.

*IIc2. Chair responsibilities*

- Work with the SRDR operational team to coordinate meetings and develop meeting materials.
- Preside over board meetings.
- Appoint committees to tackle specific issues.
- Serve on SRDR administrative committee (see IIe).

## IId. Board Meetings and Communication

*IId1. Meeting and communication overview procedure*

- The board will hold quarterly teleconference meetings.
- Meetings will be scheduled at a time when the majority of board members are anticipated to be available.
- Special meetings may be called by the board chair and SRDR operational team as needed.
- The SRDR operational team will send meeting materials no later than one week before the meeting and a meeting reminder one day before the meeting.
- The SRDR operational team will send out meeting minutes no later than two weeks after the meeting.  Meeting minutes will be approved at the start of the next meeting.
- Outside of meeting times, information will be exchanged via email as needed.

*IId2. Meeting procedure*

– Meetings may be recorded for the benefit of member(s) who could not attend, if the members present at the meeting agree.
– The recorded meeting will be made available to board members until the following meeting and destroyed after the meeting minutes have been approved. The operational team will be responsible for destroying the recording.
–  simple majority of <u>all</u> board members is required to pass  vote.
– Board members not present at meetings will have the opportunity to vote via email within a specified time range regardless of whether a simple majority was reached at the meeting.
– When the chair calls for a vote, decisions will be made by simple majority, except for the adoption of and amendments to the charter, which will require a supermajority of 75% of all board members.
– The chair may only vote to break a tie.
– In some cases, if deemed necessary, the chair may also initiate email discussions and will allow members to vote via email within a specified time range on a case by case basis.

## IIe. Administrative Committee

- An administrative committee to support the governance board will be formed, composed of the operational team, the governance board chair, and member(s) from AHRQ.
- The administrative committee will not have decision-making powers, but will serve to support the board and operational team.

## Article III – Operational Team

**IIIa. Overview**

*IIIa1. Operational team selection*
- The operational team will be selected by the funder through any of number of available mechanisms (e.g., contract, cooperative agreement, grant).

*IIIa2. Operational team responsibilities*
The operational team responsibilities will include:
- User support, including online materials and help desk.
- Training, including new user certification and periodic refresher/feature specific training to certified users.
- Data quality control, including design and implementation tools for quality assurance during data entry and data review (curation) by the operational team before data can be publicly viewable.
- Coordination of governance board meetings.
- Continued development of SRDR to reflect user needs and technical developments.